



CITY OF LOS ANGELES  
NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

\*Records of Department: Department of Animal Services

Additional Information: EAST VALLEY

Submitting Date: 8/8/2024  Email me a copy

\*Quantity: 21 Boxes

Records Dated From 01/01/2012 To 12/31/2022

Description: 21 boxes of Duplicate records from the East valley Shelter.  
3 boxes dated 2012 to 2014 have TO+10 year retention.  
18 boxes dated 2018- early 2022 have TO+2 year retention.

Attachment: [2 MB max] [Detach EV DEST OF REC 8-8-24.pdf](#)

Department Authorization


Authorizing Person: Staycee Dains Date: 08/08/2024

City Clerk Authorization

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE  REJECT

Authorizing Person: PETTY SANTOS

Signature:  Date Signed: 08/08/2024

Date of Notification: 08/09/2024 (Records will be held for 60 days from this date).

SUBMIT CANCEL

### CERTIFICATION FOR DISPOSITION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Dispose of Obsolete Records:

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
  - a. For operations of named department or office, or
  - b. For the operations of the City, or
  - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
  - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
  - e. By the City Clerk for the City Archives; and
4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4 of the Los Angeles Administrative Code;
2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

BY Sharon Lee Date 7/29/24

Records of Department/Bureau Animal Services/East Valley (DAR/13)

Records Dated 2012-2014

Recyclable and made from recycled waste.

Request for  
 AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records of DAR East Valley 13 (Division) (Unit)

Item No	Sch Item No	Location of Records East Valley	Records Retention Schedule No.	Record Title (Same as on Schedule)	Conf Rec	Original Records		Duplicate Records		Storage Location Nos.	Quantity
						Form No.	Total Retention Period (YEARS)	Inclusive Dates	Inclusive Dates		
							From	To			
0026	DAR/13			NOTICE OF NOISE COMPLAINT (AR307A)			1/1/2012	12/31/2014		East Valley	3

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By [Signature] Division Head By AUG - 6 2024 Date Page 1 of 1 Pages

Retention Code: AU=AUDIT AR=ANUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

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To the best of my knowledge, the above determinations are true:

BY Sharon Lee Date 7/29/24

Records of Department/Bureau Animal Services/East Valley (DAR/13)

Records Dated 2018-2022

Request for  
 AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records of DAR East Valley 13 (Unit)

Location of Records	East Valley	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Original Records Total Retention Period (YEARS)	Duplicate Records Inclusive Dates		Storage Location Nos.	Quantity
							From	To		
O036	DAR/13		Daily Remittance Report			2	1/1/2021	1/8/2022	East Valley	10
O001	DAR/13		Animal Impound Noticed (AR79a)			2	1/1/2021	12/31/2021		1
O003	DAR/13		Kennel Cards			2	1/1/2021	12/31/2021		6
O004	DAR/13		Application for Cat Trapping			2	1/1/2018	12/3/2020		1

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By Shamir Lee Division Head Date AUG - 6 2024 Page 1 of      Pages

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